The following process will guide you through setting up your Documentum repository access:

1. Login to the NCID Site:

2. Click the "**Update User Account**" button.
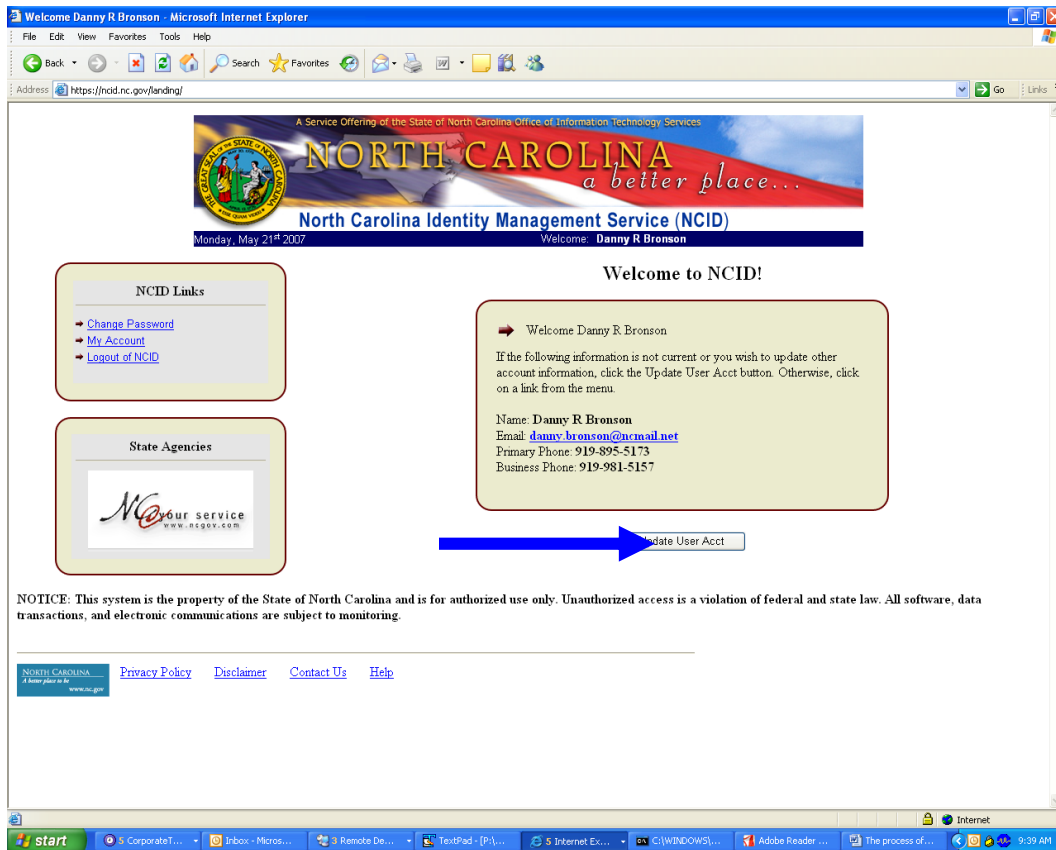
3. Click on "**Group Manager**" under the **Select Application** dropdown box.
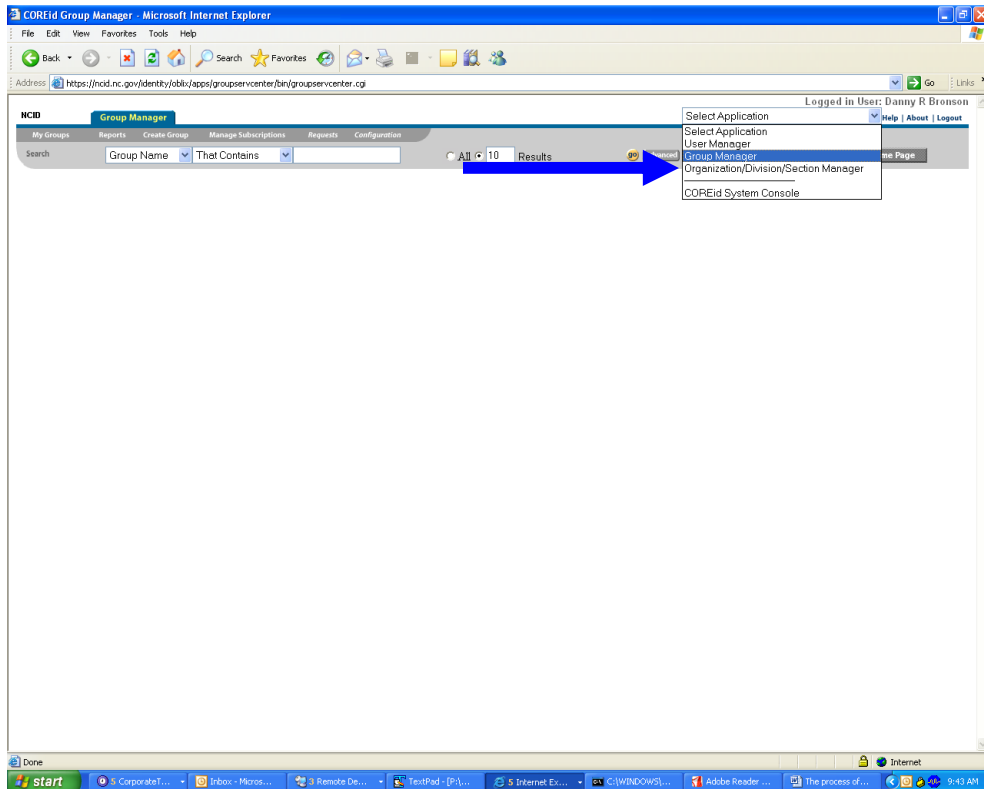
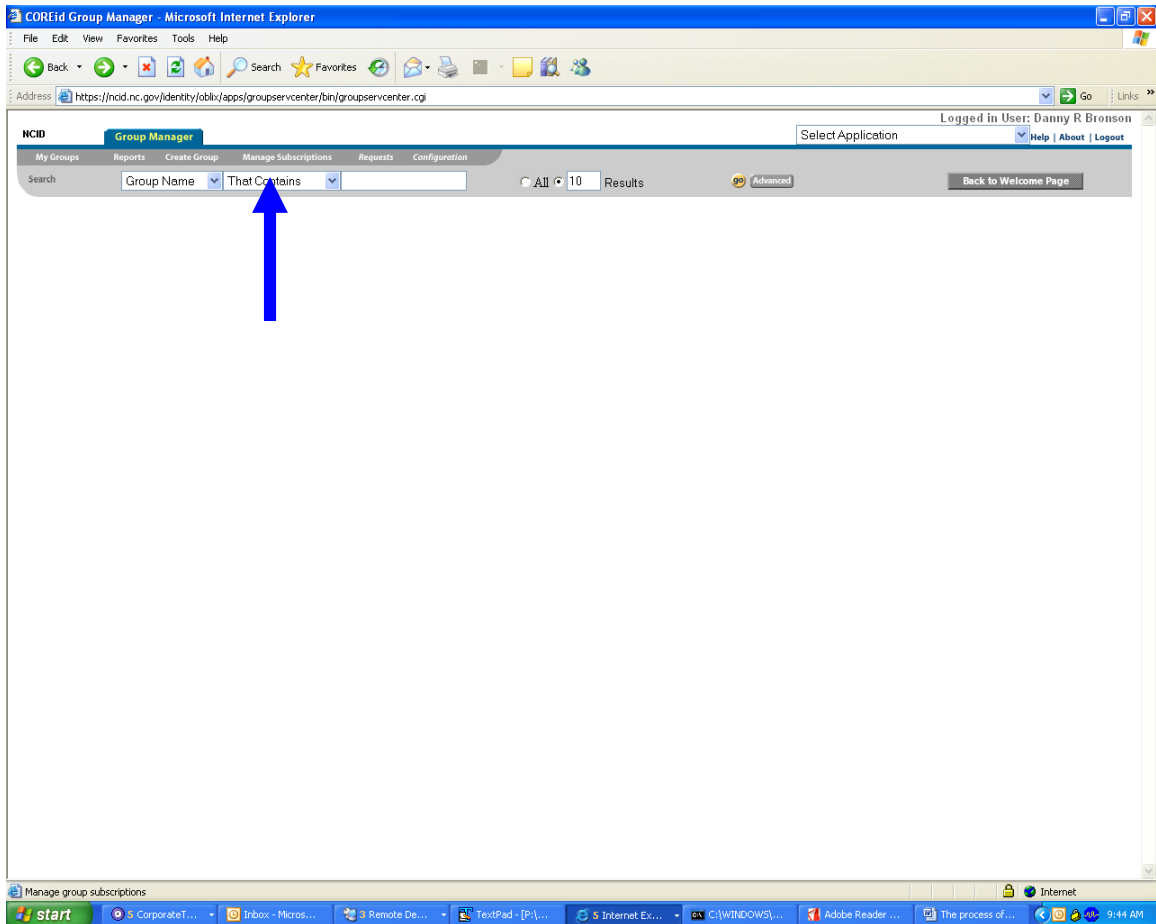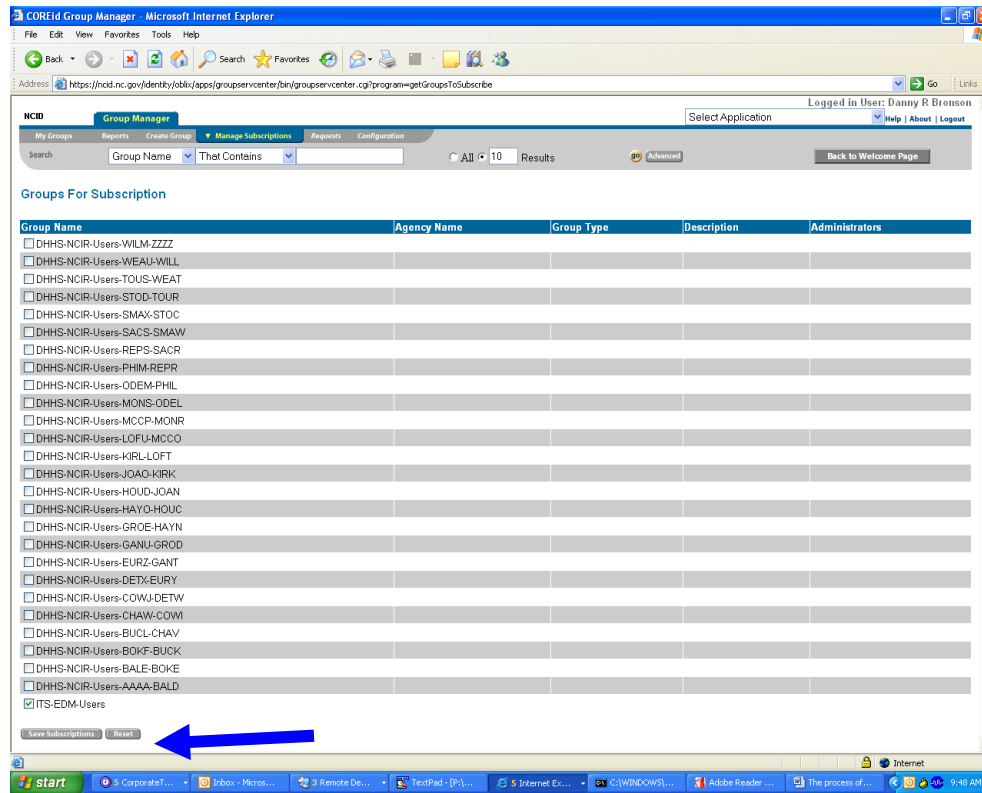4. Click "**Manage Subscriptions**" to view and edit your current subscriptions.

5. The following page appears. Check the box beside the group named "*ITS-EDM-Users*".

6. Click the "**Save Subscriptions**" button.

7. You will see a message that says "**Subscription Successful**".
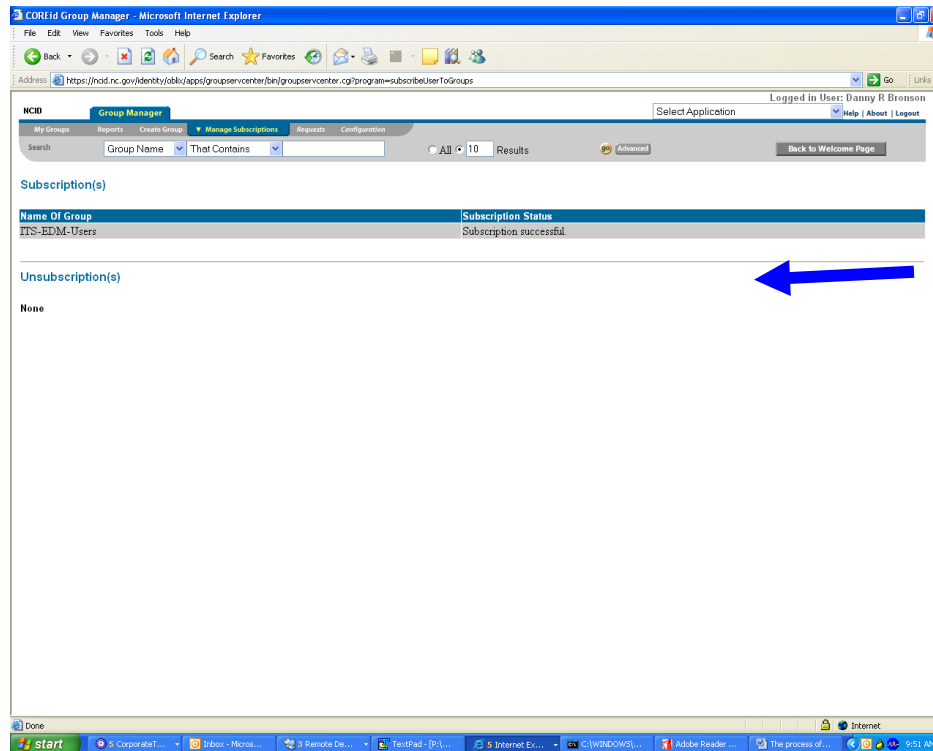
8. You can now logout of NCID.

9. You will receive an email from yourself with Subject: Subscribe to Group, with the following comment:

   You have successfully registered into the EDM users group. Before you can access the EDM (Documentum) or PC (eRoom) applications, your local administrator must activate your account.

10. Go back to your email. Send an email to its.edm@ncmail.net. State your NCID login name and the organizational group your are in. Example: My NCID login is ljmarks and my organizational group is CPRM Service Desk. Linda J. Marks.

11. After you send the email, the EDM Administrator will activate your account. You will get an email with Subject: EDM Account Activated, which contains the URL for Documentum and some further instructions. You can now use your NCID login and password to access Documentum.